

## **POLICE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of head of all police department operations. The Police Chief is directly responsible for the effective and efficient operation of the police department. Work involves planning, organizing, evaluating, and directing the activities of the department; ensuring that law and order are maintained; and that measures are implemented to prevent crimes and to protect lives and property. Work involves consulting with public safety and other officials in determining overall plans and policies to be followed in planning and conducting police operations. Supervision is exercised over all personnel of the department. Work is performed with a high degree of independence under the general administrative direction of the Mayor.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directs the operations of the entire department. Plans, organizes, and directs all law enforcement functions for the department, including patrol operations, traffic management, criminal investigation, special tactical operations, the handling of juveniles, and the management of the jail facility. Organizes the department by creating a structure that will best utilize available resources in providing law enforcement services for the community. Organizes the personnel management functions of the department by creating work cycles and deploying available manpower in a manner that most efficiently provides the required services while minimizing expense. Develops and employs methods used to evaluate productivity and makes decisions to continue or discontinue departmental programs and procedures based on such evaluations. Identifies target areas for improvement in productivity, and develops and initiates programs and procedures to improve the quality and effectiveness of service in these areas. Develops management policies, goals, and objectives for the department. Collects, analyzes, and organizes data from department records, legislative and legal data, or data from other recognized authorities so that it can be used for planning and problem solving. Reviews gathered information to determine if changes in departmental programs or policies are needed, or to develop policy statements to be used by the department and/or city administration.

Locates available grants and writes grants, administers grant-funded projects, and ensures that grant provisions are met and funds are used as specified in the proposal. Reviews incoming communications, making assignments to staff and routing work to the appropriate persons or locations. Monitors any local conditions which create situations the department may be called upon to handle.

Develops a personnel recruitment and selection program, and interviews prospective employees in order to make hiring recommendations. Maintains promotional eligibility lists and recommends promotions in accordance with civil service law. Establishes a system of performance evaluations and uses information gathered during evaluations to make decisions concerning retention in a job, assignment rotation, or qualification for specialized training. Establishes and maintains a system of line and staff inspections. Develops a report review system to be used as an inspection process for analyzing the quality of police service. Develops a grievance resolution procedure for department employees. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members. Collects and analyzes data on the extent and causes of risk and devises a risk management program to control losses to an acceptable level. Monitors the results of the risk management program and makes adjustments as needed. Develops and implements a safety program for the department.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department and in what form this information should be kept. Supervises the preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping such records. Compiles, analyzes, and organizes data and writes reports needed to document the operations of the department. Writes letters to address needs of the department or to answer written or oral requests of the police department. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Personally completes any forms or records required.

Promotes a positive public image of the department. Coordinates the work of the department with related federal, state, and local agencies. Acts as department representative to the news media and at any required meetings. Writes and delivers speeches to school or civic groups. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Determines target areas for

crime prevention or community relations efforts, develops a community relations program to meet identified community needs, and produces instructional materials to be used in these programs.

Supervises department employees by delegating authority, outlining responsibilities and duties, setting goals, setting work schedules, and approving leave. Holds meetings to receive reports or to disseminate information. Counsels employees who are experiencing work problems. Supervises the inspection of department equipment and subordinate personnel. Evaluates the work performance of subordinates and writes employee evaluation reports. Handles employee complaints and grievances and maintains discipline among employees.

Evaluates training needs and maintains a training program for the department. Provides for outside instruction to meet any training needs not available in the department training program. Provides on-the-job training for department members. Serves as an instructor for formal classroom training. Acts as a consultant for smaller law enforcement agencies in surrounding areas.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations, grounds, and other property. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Arranges for needed repairs and inspects equipment of property after repairs to see that repairs were properly accomplished.

Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Authorizes expenditure of funds making sure that expenditures are in accordance with the budget. Prepares a departmental operating budget.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to

perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

**MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

**EITHER**

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration, or other related curriculum and at least six (6) years of experience in full time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

**OR**

Must have an associate degree in criminal justice, police administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of experience in full time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

**OR**

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate. Must also have at least ten (10) years of experience in full time law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

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